

STATE OF CALIFORNIA

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OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
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P.O. Box 942850
Sacramento, CA 94250-5878

Date: November 14, 2003

LEAVE ACCOUNTING LETTER # 03-030

To: All Agencies/Campuses in the California Leave Accounting System (CLAS)

From: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

Re: ANNUAL PURGE PROCESS

The annual CLAS Purge Process is scheduled for Saturday, December 6, 2003. This process will delete 1998 State Service and Leave Benefit transactions, as well as the entire history for employees who have been separated/inactive since December 1998. The last day CLAS users will be able to make retroactive changes to 1998 history will be Monday, December 1st. As of December 2nd, the 1998 history will be available for inquiry but not update purposes.

NOTE: Due to the Purge Process, the CLAS will not be available for update or inquiry on Saturday, December 6, 2003.

A Purge Balance/Total transaction will be posted to the January 1999 leave period during the Purge Process. Error messages may be generated and must be reviewed for appropriate action. If Purge Balance/Total transactions need to be corrected, the transactions may be voided, and Begin Balance transactions may be posted for the correct amount.

Purge Balance/Total transactions will not post for employees whose Employment History record is out of service, or for accrued leave benefits that have had the establishment period deleted.

For questions, or to request a hardcopy of an employee's purged history for a fee, please contact the Leave Accounting Liaison at (916) 327-0756.

JRH:jmh